



AGENDA FOR THE CITY OF BARABOO PUBLIC SAFETY COMMITTEE

Members noticed must notify
Committee Chairman Wedekind at least
24 hours before the meeting if they will
not be able to attend

Date and Time: Monday, February 4, 2019 – **1:00 P.M.**

Location: City Services Center – 450 Roundhouse Court, Baraboo, WI

Members Noticed: Phil Wedekind, Tom Kolb, Michael Plautz

Others Noticed: Administrator E. Geick, Mayor M. Palm, Police Chief M. Schauf, Fire Chief K. Stieve, Attorney E. Truman, T. Pinion, W. Peterson, T. Gilman, and Library.

1. Call to Order

- a. Note compliance with the Open Meeting Law.
- b. Roll call.
- c. Approve agenda.
- d. Approve minutes of December 10, 2018 Public Safety Committee meeting.

2. New Business

- a. Consideration of Proposals to perform a warrant analysis for proposed 4-way stop signs at the intersection of 5th and Oak.
- b. Consider proposed revision to the Financial Hardship repayment provision for Special Assessments.
- c. Consideration of Proposals for Asbestos Inspection and Sampling at for the City-owned buildings at 314 Depot Street.
- d. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for December 2018.

3. Reports

- a. Utility Superintendent's Report
- b. Street Superintendent's Report
- c. Police Chief's Report
- d. Fire Chief's Report
- e. Committee will tour garage to view the new 2019 equipment purchases.

4. Adjournment

Phil Wedekind, Chairperson

Agenda Prepared by Kris Jackson
Agenda Posted by Kris Jackson January 25, 2019

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act, that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk (101 South Blvd or phone 355-2700) during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of and possibly a quorum of members of other governmental bodies of the City of Baraboo, who are not members of the above Council, committee, commission, or board, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, **other than the Council, committee, commission, or board identified in the caption of this notice.**

FOR INFORMATION ONLY, NOT TO BE PUBLISHED

MEMORANDUM

City of Baraboo

Date: January 22, 2019

To: Public Safety Committee

From: Tom Pinion

Re: Background for the January 28th mtg. @ **1:00 pm** – **City Services Center**

Item A. At the Committee's direction, I solicited Proposals for an All-Way Stop Condition Warrant Analysis from three traffic engineering firms. I received two Proposals and following is a summary of the results:

FIRM	TRAFFIC COUNT	WARRANT ANALYSIS/REPORT	TOTAL COST
MSA	\$ 990	\$ 880	\$1,870
KL Engineering	\$ 750	\$3,500	\$4,250

Item B. During my time as the City Engineer, only one property owner has claimed financial hardship for repayment of a special assessment....up until this year, that is. We have had four property owners claim financial hardship this year. The financial hardship provision of the current "policy" allows an annual payment of \$100. At that rate, repayment will take 33 years in one instance and 57 years in another. Since the life expectancy of sidewalk is considered to be 30 years, the sidewalk will theoretically "wear out" before it's paid for. The Finance Director has suggested that we revise the financial hardship provision to avoid this situation. For reference sake, I have included a summary of the Special Assessment Payment Options in the packet followed by the suggested revised language for the financial hardship provision.

Item C. The City recently acquired the property at 314 Depot Street since it is adjacent to the City Services Center property. There are a couple of dilapidated buildings on that site that are not worth the effort or expense to rehab and since we are building a new shed behind those buildings, they are ripe for demolition. In anticipation of that, I have solicited Proposals for the requisite inspection and testing of any prospective asbestos containing materials. I received three Proposals and following is a summary of the results:

FIRM	INSPECTION	ANALYSIS	LEAD PAINT	TOTAL COST
MSA	\$ 800	\$ 275	\$ 50	\$1,125
A&A				\$1,540
AH&S	\$1,850	\$1,200	\$100	\$3,245

Item D. This is the standing agenda item to review and approve monthly utility billing adjustments. The adjustments for December are included in the packet.

We are meeting at the CSC to provide the Committee with an opportunity to view a couple new pieces of equipment that were part of the 2019 budgeted purchases.

See you Monday at **1:00 PM !**

Minutes of the Public Safety Committee Meeting – December 10, 2018

Members Present: Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Attorney Truman, Mayor Palm, Chief M. Schauf, Fire Chief K. Stieve, Wade Peterson, Tony Gilman, Al Mueller, Shannon Hill, Steph Shanks, Kathy Sellner, Bill's Towing, Craig's, and Ben Bromley.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 2:30P.M. at Baraboo Municipal Building. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Plautz to approve the minutes of the November 12, 2018 meeting. Motion carried unanimously.

New Business

- a. Consider renewing North Central Wisconsin Storm Water Coalition Cooperative Agreement – Engineer Pinion presented the background to the Committee. He said that this is the five-year renewal and is a housekeeping item. It was moved by Kolb, seconded by Plautz to renew the North Central Wisconsin Storm Water Coalition Cooperative Agreement as presented. Motion carried 3-0.
- b. Review and approve proposed parking lot Lease Agreement with I A.M. for the city-owned parking lot located south and west of 106 Walnut Street – Pinion stated that the price negotiated with Al Mueller, owner of I A.M. Dairy is \$1500.00/year. It was moved by Kolb, seconded by Plautz to recommend approval of the proposed parking lot Lease Agreement with I A.M. Dairy as presented. Motion carried 3-0.
- c. Review and discussion of on-line petition for 4-way stop signs at 5th and Oak – Pinion said that this had been discussed at a previous meeting where there had been an inquiry about this. He said the City has received a petition from Shannon Hill to be part of the agenda. He said that the City has been given a signed petition for this request. He said that this is on the agenda for review and discussion, without action being taken at this time. Chief Schauf said that the concerns that are being addressed are things that he doesn't tread lightly on. He said that he has pulled some statistical data on traffic crashes, not only at this intersection, but additional intersections within the downtown area, including 5th and Ash, 5th and Broadway, 2nd and Broadway, and 2nd and Oak. He said that 2nd and Oak being a 4-way stop in the downtown area. He said that the number of crashes in this intersection are relatively consistent with others, and in reviewing these crashes, they are actually related to someone violating that stop sign. He said that they refer back to MUTCD for direction, and there is a stop sign within a block of either side of this intersection; therefore, it does not seem to support a stop sign at this time. He said that he does understand the concerns, and he does not want to see any pedestrians hit before anything is done; however, they do have to be able to support what is done. Kolb, said with the park there and the amount of traffic from the Coffee Bean, even though it does not support it, he feels it makes sense. Schauf said that one thing that would have to be looked at is with installing stop signs there, there would be a potential of removing some parking, and re-engineering the intersection so that vision would not be impeded. Schauf said that if the Committee decided to place a stop sign one of the things that has to be looked at is how it would properly be done with the engineering there. He said whenever safety is looked at, it is called the triangle of safety, the three "Es", engineering, enforcement, and education. Engineering, is something that has to be designed to be safety; enforcement, law enforcement has to stand up and make sure everyone is following the rules; and education, people have to understand it. Pinion said that stop signs use to be installed to control speed; however, studies have proven that this is counterproductive, because people make up for lost time in between signs. He said that with the engineering study, there is potential to take of liability putting them in where they are not warranted. He said that a warrant analysis is computer rated operations which requires traffic counts. He said that the City could provide the traffic count data to an engineer that could analyze it, which would cost approximately \$1,000. He said that the five-year of the crash history at this intersection is 7 crashes, two of them are hit-and-run sideswipes, three are people turning into an alley and backing into on-coming traffic, the all two involved people running the stop sign and not seeing the on-coming traffic. Steph Shanks asked if there was any way to make the stop sign more visible. Schauf said that there are some things that can be added that would be relatively inexpensive to make them more visible; however, they are generally a temporary measure. He said that the problem with these is that people get use to them and no longer see them. It was the consensus of the Committee that this item would be brought back to the Committee in January as an action item.
- d. Consideration of Vehicle and Equipment Towing Proposals for 2019/2020 – Schauf said that this was coming back to the Committee based on the action from last month. He said on November 12 two of the members were in session when the tow contract came up. He said that there were some questions that had come up and his goal was to have the bidders at the meeting. He said that subsequently there has been some questions and concerns, and he feels that it is quite possible that two out of the three bidders were bidding on different items within the contract, or different understanding of what the proposal

was, and therefore, he is not sure that the bids were consistent. He said that both bidders, Craig's and Bill's are in attendance at this meeting. He said the question is the amount that is billed to the City if a City vehicle has to be towed, and the second was a City tow billed to a private party. Attorney Truman said that she did review the original bid documents, and apologized saying that she feels that she did not ask the proper questions, and after receiving a call by one of the bidders reread the documents and realized that they were confusing. He said that the reason for coming back to the Committee is because a recommendation was made; however, it is totally within the legal right to extend the existing contract and to rewrite the bid documents and reopen the bidding. Craig's Towing then addressed the Committee. He stated that he did not understand the City towed vehicle vs. a vehicle for the City at the owner's expense. Craig said that he does have the ability to tow heavy equipment. Kathy Sellner, Bill's Towing then addressed the Committee. She stated the Bill's has had the contract for many years and she feels that it is their duty responsibility to do their checks, ask their questions, ask the Police Chief many questions to make sure questions are answered and the bid is being understood. She also said that they have their attorney look it over to make sure it is correct; therefore, she feels that it is due diligence to make sure that is done within the timeframe. She feels that all the bids are exposed and to open them up again, which everyone would probably bid the same, and now Craig's knows their bid. She stated that they do have the capability to haul heavy trucks; however, Craig's truck is not heavy enough to haul the City units. Bill of Bill's Towing said that the contract, which they have had for many years, is the same contract that comes out every two years, with the same verbiage. He feels that that if his company does not get the contract and the property steps were taken to make sure that the bid was submitted correctly, it is really a letdown and hardship for them. He said that he feels devastated that the City wants to reopen this when their bid was submitted correctly. Bill said that some of the Fire Department's is very specialized and needs a long under reach for the wheel lift to pick it, he didn't say that Craig's can't do it; however, but his under reach to haul the pumper would not make. Bill said that when hauling this type of equipment he would think that the City would want to know about ratings, or the personnel and type of training capacity. He said that he is as high as he can go in the US; he is a Level 3 Certified by TRA. He said that he is asking the Committee to go forward with the two-year contract, and re-look at it at the end of the contract. Kolb apologized that the City did not explain the documents better, and would encourage that is done in the future. He said that he does feel that contractors that are responding to RFPs do have to do their due diligence and make sure that everything is apples to apples; therefore, he is against reopening the contract. Plautz said that Bill's made a compelling argument, and asked when the issues were raised. Schauf said that the issues were raised after the Committee's action; however, it has not been to Council. Schauf said that there are two questions; first, the cost of towing a City vehicle, i.e. police car, taxi cab, or fire. The second question is the cost to tow a private citizen's vehicle that the City would then bill to the private citizen. He said that he views that as a vehicle being parked illegally, parked in front of a fire hydrant, and needs to be moved because of an event. Schauf said that he did not include the third step of an area that the City would bill to a private party, i.e. the police respond to a traffic crash and they contact the tow company to tow the vehicle. He said also, as mentioned at the last meeting there is towing and recovery, the physical act of towing is one price, and recovery can be a different price, depending upon on complicated that recovery gets. Schauf said that it is his understanding, based on the conversation that Craig bids his with the understanding that he would be towing all vehicles for the City, crashes and everything else; however, this is not the case, it is the towing of City vehicles, and if the City calls the company to tow for an illegally parked vehicle, how much that is going to cost, billed to the private party. It was moved by Kolb, Plautz seconded to move forward with the original action done at the November meeting. Motion carried 3-0. Kolb asked that staff continue to work on the RFP to make sure everything is apples to apples. Kathy Sellner requested to help with the process because she previously was on a National Towing Board. Craig stated that he respects the Committee's decision; however, he said if the contract were read, one wouldn't have to be lawyer to figure out that anyone would have answered the questions the same way he did, what is the public going to pay; Bill's said that they were not going to charge anything, either for the City, or the private pay.

- e. Discuss Public Works Department's snow plowing operations— Wedekind asked who notifies who and when. Schauf spoke to the most recent snow event because he was working patrol. He said about 10 p.m. the rain turned into a snow event and began to get slippery, and he and two other officers decided that curves, hills, and the hospital route, which is the standard middle of night that the City always hits. He said that a phone call was made and within 30 minutes, there were three trucks out. He said that actually the roads that were plowed actually got more slippery than roads that were not. Gilman said that they brined, received a call from the PD, three crew members were called in and were out salting until 3:00 a.m. He said that he called the officer in charge at 7:00 a.m. and was told the roads seemed to okay at that time; however, the parking lots were starting to get slippery where they had not been plowed yet. He called in staff at 8:00 a.m. and they worked until 3:00 p.m. He said that the crew experienced a breakdown, which caused some communication errors between crews causing a couple of streets that was not handled the way they should have. He said that the crew was back in Monday morning at 4:00 a.m. Schauf said that there was a communication breakdown that happened between Dispatch and the Police Department. He said that there was one resident that contacted dispatch to inform that their street had not been taken care of on 15th Avenue, the dispatch appropriately sent a message to his working supervisor; however, what dispatch didn't know was that this

person wasn't at his square computer, where the message came in, but rather in the police department working on a case. Wedekind said that he has received calls from two drivers that feel they are not being called in early enough. After a lengthy discussion, it was stated that snowfalls should be monitored better.

- f. Discuss procedures for bidding public construction projects – Kolb said that this year contract went out in June and would like to see them go out earlier than that. He said that the streets that are going to be done and the budget is determined in October, contracts should be going out earlier. Pinion said that this year it would be going out in March. Pinion said that the streets that were bid and not finished in 2018 would be finished at the bid price. He said Washington and Lake Street would be the big projects in 2019 to be bid. Kolb then asked about sidewalks. Pinion said that the preliminary estimate for special assessments for sidewalk would be going out yet this month. He said the one stand-alone project for sidewalk is Elizabeth, from 15th to 16th, and some on Lake Street. Kolb asked if there would be any sidewalk in-fill, if there were money available. Pinion said that there is \$50,000 for sidewalk maintenance, but the sidewalk special assessment fund is about tapped.
- g. Review and approve 2019 budgeted vehicle and equipment purchases for the Public Works Department, Fire Department, and Utilities – Gilman presented the background to the Committee. He said for the pickup truck they were hoping to open the umbrella a bit and get three quotes each from GM, Ford, and Chrysler; however, we only received three quotes. He said that for the model pickup wanted by Public Works and Utilities, Portage Ford is \$27,863, and with all extras, it would be approximately \$30,563. He said the budgeted amount was roughly \$33,000 per pickup. Kolb asked if these pickups were all beyond their use of life. Gilman said that not beyond their useful life; however, they are getting close to the point if a move is not made at this time there would not be much resale value through the auction site. Pinion said that this pricing is for five vehicles, three Public Works, one Park, and one Utilities. He said whether one or five vehicles are ordered it is a volume discount. Peterson said that the Utility vehicle would be a second vehicle, not a replacement. It was moved by Kolb, seconded by Plautz seconded to approve the equipment purchases from Portage Ford as presented. Motion carried 3-0. Gilman said that along with the budgeted items were skid steers. He said that he reached out to several vendors, Statz & Sons, which is Case came back with an offer \$100.00 less than Brooks, which is John Deere. He said that this does not change the outcome of the quotes received, Mid-State Equipment, which is Bobcat, which is what the department currently has still remains the lowest cost. It was moved by Kolb, seconded by Plautz to approve Mid-State Equipment bid for 2019 Skid Steer purchase as presented.
- h. Review and approve Fire Department's Training Officer Position Description – Kevin Stieve presented the Position Description to the Committee. After questions, explanations, and answers from Stieve, and Administrator Gieck, it was moved by Plautz, seconded by Kolb to approve the position requirements as presented. Motion carried 3-0.
- i. Review and recommendation to adopt new Sewer Utility Rate Structure – Peterson presented the Utility Rate Structure to the Committee. He said that currently, everything is completely based on flow. He said that the auditors said that Industry Standard is a fixed cost and a variable cost. He said the Water Utility has a variable cost and a fixed cost. He said he has been working with this for three or four months now, and the hope was to present this to the Committee two weeks ago. Peterson said that the dollar amount in the budget did not change. He said that there are some customers that will see a change, plus and/or minus in their utility bill. Kolb asked why. Peterson said because of the new structure, now they are based on a fixed cost and a variable cost, so someone that used 2000 gallons of water in a quarter got billed \$31.96 because we had set a minimal of 7,500. However, now they have a cost per the size of the meter and what they use, so in that instance, customer's bill would go down \$19.00/quarter. Peterson said that someone that has 30,000 of wastewater, their bill would tip the other way. It was stated that this is a much fairer system, and more structured. Peterson said that the high-strength rate will be coming down, and he still feels the costs can be recouped. Kolb moved to recommend adopting the new Sewer Utility Rate Structure as presented. Plautz seconded the motion. Motion carried 3-0.
- j. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for November 2018 – Peterson said that 99.9 percent of these are ones going on the tax roll. Kolb moved, Plautz seconded to approve the monthly billing adjustments/credits for Sewer and Water Customers for November 2018 as presented. Motion carried 3-0.

Reports

- a. Utility Superintendent's Report – Peterson said that Bio-solids is up and running, proficiency testing is being done today and tomorrow. He said the department's proficiency standard was 20% and was getting that very consistently this morning.
- b. Street Superintendent's Report – Gilman said that in October and November the department was consumed by leaf pickup. He said that the salt/sand has been mixed and in the bin ready to go. He said that the site for the new building is ready to go.

He said that plow truck that was approved by the Committee last year for 2018 would be coming in mid-January. He stated that the garbage truck that was being hoped for December 1, is now mid-February.

- c. Police Chief's Report – Nothing to report.
- d. Fire Chief's Report – Stieve handed documents for the Automatic Aid Agreement to the Committee. Stieve gave a brief explanation and asked the Committee to look it over and bring questions back to the next meeting. He said ALICE training was done in St. Clare Hospital. He said that several responders recognized tomorrow night for their years of service. Stieve said that the department would be burning down the old Farm Kitchen on December 22, and will be working with the man with the brewery. Stieve complimented Gilman on coordinating the City auction, and for the City mechanic for continuing to diagnose the problem with the head and rescue square.

ADJOURNMENT – It was moved by Plautz, seconded by Wedekind to adjourn at 4:01 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

SPECIAL ASSESSMENT PAYMENT OPTIONS

The following payment options are available for special assessments levied against benefitting property located in the City of Baraboo:

- Pay in full within 30 days to avoid interest charges.
- 3-year installment agreement for assessments between \$500 and \$1,000. Pay 1/3 down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 5-year installment agreement for assessments between \$1,000 and \$5,000. Pay 1/5th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 7-year installment agreement for assessments between \$5,000 and \$9,999. Pay 1/7th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 10-year installment agreement for assessments over \$10,000. Pay 1/10th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- Financial Hardship. A property owner who has a household income which is 80% or less of the medium income in Sauk County based upon the current published figures shall be eligible to repay the City for the assessment at the rate of \$100 per year plus annual interest of 1% until paid. The Community Development Authority staff shall verify low-income eligibility and shall make a recommendation as to such eligibility to the City Council. If there is an outstanding balance at the time of sale of the property, the remaining balance shall become due. A property owner requesting financial hardship eligibility shall submit a copy of their current year's State of Wisconsin tax return if filed, or otherwise show proof of annual household income.
- Balance on Tax Roll. If the property owner does not pay in full within 30 days from the invoice date or qualify for an installment plan, the entire balance will be placed on the next tax roll for collection with interest added at 1% per month.

In all cases, the deferral of payment shall become immediately due and payable to the City, without notice, if the property owner defaults in the payment of any installment for a period of 30 days following the specified due date thereof, or if the property owner shall transfer, sell or convey any legal or equitable interest in the lot or parcel subject to the special tax herein. If all or any part of any installment is not made in accordance with the terms of the Final Resolution, the entire unpaid principal balance, together with the accrued interest thereon, shall at the City's option, be deemed to be delinquent and said amount shall be applied to the current or next property tax roll as a delinquent special tax against the subject lot or parcel of land and immediately upon being placed on the tax roll as a delinquent special tax, interest shall accrue thereon, at the then existing rate for delinquent taxes, and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply.

SUGGESTED REVISION TO THE FINANCIAL HARDSHIP PROVISION OF THE PAYMENT OPTIONS IN THE CITY'S SPECIAL ASSESSMENT POLICY

- Financial Hardship. A property owner who has a household income which is 80% or less of the medium income in Sauk County based upon the current published figures shall be eligible to repay the City for the assessment at the rate of \$100 per year or 3.5% of the total assessment, whichever is greater, plus annual interest of 1% until paid. The Community Development Authority staff shall verify low-income eligibility and shall make a recommendation as to such eligibility to the City Council. If there is an outstanding balance at the time of sale or transfer of the property, except between spouses, the remaining balance shall become due. A property owner requesting financial hardship eligibility shall submit a copy of their most recently filed State of Wisconsin tax return if filed, or otherwise show proof of annual household income. If approved, the first installment will be due within 30 days of the invoice and the property owner must sign an installment agreement.

For each year ending in either 5 or 0, the property owner shall re-submit proof of financial hardship to the City. If the property owner continues to qualify under the policy guidelines, the hardship status will remain. If the property owner does not qualify, the remaining balance of the assessment shall be paid pursuant to an Installment Agreement, the term of which will be determined based on said remaining balance as outlined above.

Report Criteria:

Selected types: Assistance Applied, Billing Adjustment

Billing Adjustment

12/21/2018

Name	Customer Number	Type	Description	Amount	Service
ALCOCK, ROSELYN	79-037000-01	Billing Adjustment	REPAIRED 2 TOILETS	-83.94	Multiple
CITY OF BARABOO - CITY SERVICES C	64-094000-00	Billing Adjustment	WA CREDIT BULK FILL 4TH QTR 57,500	-80.50	WATER - 10
CITY OF BARABOO - CITY SERVICES C	64-094000-00	Billing Adjustment	SE CREDIT BULK FILL 4TH QTR 57,500	-245.01	SEWER - 30
GABEL, GARY	78-003000-00	Billing Adjustment	REPAIRED WATER SOFTENER	-39.74	Multiple
Total 12/21/2018:				-449.19	
Total Billing Adjustment:				-449.19	
Grand Totals:				-449.19	

Report Criteria:

Selected types: Assistance Applied, Billing Adjustment

Office of Utility Superintendent
450 Roundhouse Ct, Baraboo, WI 53913



Phone: (608) 355-2740
Fax: (608) 356-0518
E-Mail: wpeterson@cityofbaraboo.com

To: Public Safety Committee
From: Utility Superintendent
Re: January 2019 Agenda

Old Business:

None

New Business:

None

Reports:

Biosolids Project – There is still a few punch list items to fix. Total project cost appears to be approximately **\$200,000 under budget** !

Jet Vac truck – Unit is here!! We have been out with it a few times on some small jobs. Plan on putting the old Jet Vac up for auction at the end of February.

Water Backhoe replacement – The new mini-excavator is here. We planned on easing into the training on the new unit over the next few weeks. Luck didn't let that happen. It was delivered on a Friday and we were out with it that Saturday morning on a water break. We were out with it again on Monday for another water break.

Sewer Wheel Loader replacement – Should be here by 1/28.

Request for Proposals (RFP) – Last week I sent out RFPs for engineering services for the electrical upgrade at the Oak Street booster station and the Sanitary Sewer Inverted Siphon/Water Main replacement across the Baraboo River at the old water pump station location. Proposals are due in be February 26th. Interviews will be mid-March and come before the PSC at the March meeting. Both of these construction projects are proposed for 2020, so engineering would be this summer with bidding the projects in the fall of this year.



***Department of Public Works
Current and Upcoming Projects***

COLD STORAGE FACILITY: Cleary Building is scheduled to deliver the materials on Friday 1/25, with construction expected to take place the week of 1/28.

2019 VEHICLE AND EQUIPMENT PURCHASES: We received favorable quotes on our DPW pickups. We have decided to modify the specs on one of our incoming pickups and add a flatbed to it. Doing so will increase the accessibility of the bed and give us more flexibility on the uses of the truck. Even with the addition of the flatbed, we will still be below our budget amount by \$2000-3000. Our Bobcat skidsteers are ordered and expected to arrive 3rd week of February. We were able to process the PO prior to 1/1/2019 and avoid a 10% increase in costs attributed to the “tariff scare”.

2018 VEHICLE AND EQUIPMENT PURCHASES: Last update we received on our 2018 International plow truck purchase was an end of January/early February arrival date. Our 2018 Autocar refuse truck is currently expected to arrive the week of 2/11/2019. Our Crafcro tar kettle is scheduled to be in Wisconsin 2/18. We will take delivery around the March 1st.

BRUSH SITE: We are exploring options of monitoring our brush site to reduce occurrences of illegal dumping, contractor dumping, and general misuse. I will be assembling a list of options and recommendations to be discussed and approved at a later Public Safety Committee Meeting.

GARBAGE AND RECYCLING: Through “WARNING” stickers, we have been educating residents on proper cart placement and allowable materials. By doing this, the route drivers have mentioned that we are seeing up to 90% compliance from our customers. Our goal is obviously 100% but the more residents that we get to comply, the more efficient the process becomes and the less liability we incur by reducing slips, trips, and falls by staff. Thank you to Kris, Donna, and the route drivers during this educational adventure!



City of Baraboo
Department of Public Works
Activity Report
January 2019



TASK	DESCRIPTION	DATE
Curbside Trash Service	We provide curbside trash pickup to the residents weekly.	Daily
Curbside Recycling Service	We provide curbside recycling pickup to the residents every other week.	Bi-weekly
Signs and Lights	We perform maintenance and repairs on signage, traffic lights, and street lighting as needed. We also provide signage and detours on work performed in house.	Daily
Vehicle Repair and Maint.	We perform repairs and routine maintenance on our equipment and assist other departments as needed.	Daily
Old Shop/ Tin Building	We are reorganizing our storage facilities to maximize space. We are also repairing voids, windows, and unused vents to reduce heat loss.	7,8,9,15,16,17,18
Facility or Equipment Cleaning	We clean our equipment and facility as time permits.	7,10,11,18
Patching	We patch streets, alleyways, and parking lots as needed and when weather permits.	8,9,10,11,15
MSHA Training	Staff attended an OSHA required Mine Safety Training.	14
Brining	We brine the streets ahead of a snow event to reduce the likelihood of snow bonding to the street surface.	17
Plow Snow	We plow when needed before applying sand or salt.	2,3,19,22,23
Sand/Salt	We sand or salt streets when needed during inclement weather.	1,2,3,4,19,21,22,23,24,25
Downtown Snow Removal	We remove snow in the downtown area when warranted.	3,24,25
Haul Snow Piles	We haul piles from parking lots, dead ends, and cul-de-sacs when needed.	3,21,24,25
325 Lynn Street	We utilized our staff and equipment on some portions of the project.	3,4
Christmas Tree Pickup	We chip Christmas Trees that residents place curbside.	2,3,4,7,18
Alley Trimming	We trim brush in alleys to increase visibility when exiting alleys and reduce contact with our garbage and recycling trucks.	10,11
Clean Ponds and Ditches	We picked up debris that accumulated in city maintained ponds and ditches.	10,11
Manhole Transition Rings	We are using a thermoplastic product that reduces the exposed lip of a manhole or water valve. Great for our transition to steel cutting edges.	12,13,14
Clean Catch Basins	We removed snow, ice, and leaves from the tops of catch basins in preparation for forecasted rain and warm weather.	4,7
Water Utility	We assist the Water Utility with various tasks when needed.	12
Parks Department	We assisted the Parks Department with scheduled Ash tree removals.	4,8,9,10,11,15,16,17



POLICE LINE

The Baraboo Police Department Newsletter

January 2019

From the Chief

With the new year upon us, the police department is looking back at a busy 2018 and forward to 2019. 2018 proved to test the department in some new ways and some old ways revisited. Flooding came to us this fall and a community effort that followed was both solidifying and inspirational as a community. We then felt the impact of social media as the community was impacted by a photograph and its aftermath. These were just some of the events that encompassed the more than 9000 cases officers worked on and investigated.

So what will be in 2019? As we start each year with a new budget and rededication to our role in the community, we have set goals. We will work to make the agency better on many fronts with body cameras for officers and improvements to our records management and software. We will work to maintain enforcement of traffic laws and the problems that drugs bring to our community and County. We will be reviewed in 2019 for our WILEAG Accreditation certification and look to fill vacant officer positions from 2018. It will be a busy year going forward, but we are up to the task!

Sidewalk Shoveling

Well we knew it could not last, the snow is here. Every year we talk about safe driving tips in the winter weather and the need to keep sidewalks clear of snow and ice.



City code (8.05) requires snow and ice be removed or treated within 24 hours of the completion of the snow event, for the entire width of the sidewalk. Failure to do so will result in an abatement to clear the snow and give you 24 hours to complete the clearing. Failure to do so at that point will cause the City to have the snow cleared and the resident will be billed.



Anniversaries

In January we celebrate Admin Assistant Linda Wiese with 32 years; School Resource Officer Mike Pichler with 16 years.

Drug Recognition Expert Officer Ustupski

Officer Carl Ustupski is a federally certified Drug Recognition Expert. His training allows him to focus on impaired drivers for substances other than alcohol. His training helps us to detect operators who have been using controlled substances, legal and illegal, contrary to WI Statute 346.63(1) am.



In 2018, Carl was the top performing DRE in WI, performing 42 evaluations on suspected drivers under the influence. His work is making the streets safer in Baraboo and Sauk County. Keep up the outstanding work, Carl!